



STATE OF WASHINGTON
WASHINGTON STATE LIQUOR CONTROL BOARD
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August 31, 2004

Tom Fitzsimmons, Chair
Information Services Board
1110 Jefferson Street SE
PO Box 42445
Olympia, WA 98504-2445

Subject: Information Services Board Policy Confirmation Letter

This letter confirms the agency's commitment to managing technology as a strategic asset and safeguarding IT resources as a member of the state government network. To that end, the agency is progressing towards full compliance with ISB policies and standards by accomplishing the following activities.

- The 2004 Information Technology Portfolio was reviewed and updates continue to be made as the budgeting cycle progresses for the 2005-2007 biennium. The portfolio can be viewed at <http://www.liq.wa.gov/itportfolio/>.
- An independent audit of the IT Security Program was completed in November 2003. Following the audit, several significant tasks were completed to strengthen IT security including the development of agency-wide policies on using and protecting information technology resources.
- An independent review of the Disaster Recovery and Business Resumption plan was completed as part of the agency planning and budgeting process starting in January 2004.
- The agency's 2005-2007 Operating Budget Request includes a decision package on "Improving Core Technologies". Included in this package are key investments in the infrastructure and staffing in the areas of Disaster Recovery Planning and Architecture, IT Security Administration, and IT Infrastructure Planning and Management.
- As part of implementing recommendations from the Comprehensive Management Review, several presentations were made to the Executive Management Team on the value of an Enterprise Architecture. A benchmark study was also conducted that compares the Liquor Control Board's IT infrastructure and capacity with similar public and private entities. Together, these presentations helped demonstrate the value and need for a strong and secure infrastructure.

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August 31, 2004
Page Two

The Policy and Planning Group of the Management and Oversight of Strategic Technologies Division (MOST) has been very effective in responding to any issue we have had a need to resolve. Andy Marcelia is diligent about attending our steering committee meetings and providing feedback and counsel as needed.

If there are any questions regarding these materials, please contact Linda Bremer, Information Technology Division Director at 664-1771 or me at 664-1703.

Sincerely,

A handwritten signature in black ink that reads "Pat Kohler". The signature is written in a cursive, flowing style.

Pat Kohler
Administrative Director, Liquor Control Board

PK:cw

cc: Linda Bremer, LCB Information Technology Services Division
Andy Marcelia, Department of Information Technology Services
Randy Simmons, LCB IT Steering Committee Chair